View Payments

Not all of your payment history or payment reversals will be available on the CashNet view Payment screen. For this reason, if you are looking for any of the following transactions you should access the payment history available via the Student Center page in **My Akron**:

- Payments earlier than February 2006
- Need to research payment reversals
- Include financial aid as a payment posted to the account

Instructions:

1. Either log in to My Akron as a student or log in as an authorized user.

2. From the Student Center page click the **Make a Payment** link.

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Instructions:

3. You will be notified that you will be redirected to the CASHNet site. Click **Continue to CASHNet**.

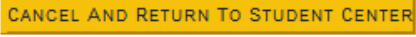4. Select the **View** link for the specific payment you wish to view. Select the **View All** link to view all payments.

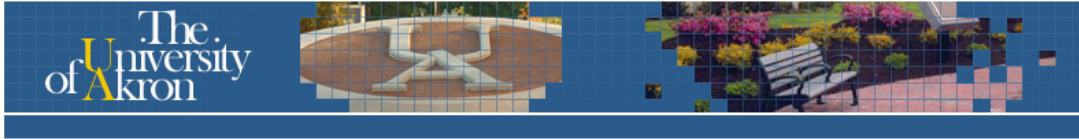> NOTE: If a payment has been reversed it will appear as a negative amount.

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Instructions:

5. The payment information is returned. Click the **View** button to view details regarding the payment.

Instructions:

6. Below is an example of a payment made by credit card. For security reasons, only the last four digits of the credit card number are visible.

Receipt Number: 3439
Customer:
Web
11/14/2008

Description	Amount
1 Fees	100.00
Service Fee	2.90
Total	**102.90**

Payments Received	Amount
CASHNET SMARTPAY AKRON	102.90
MasterCard XXXXXXXXXXXX5454	
Authorization # TEST39	
Total	**102.90**
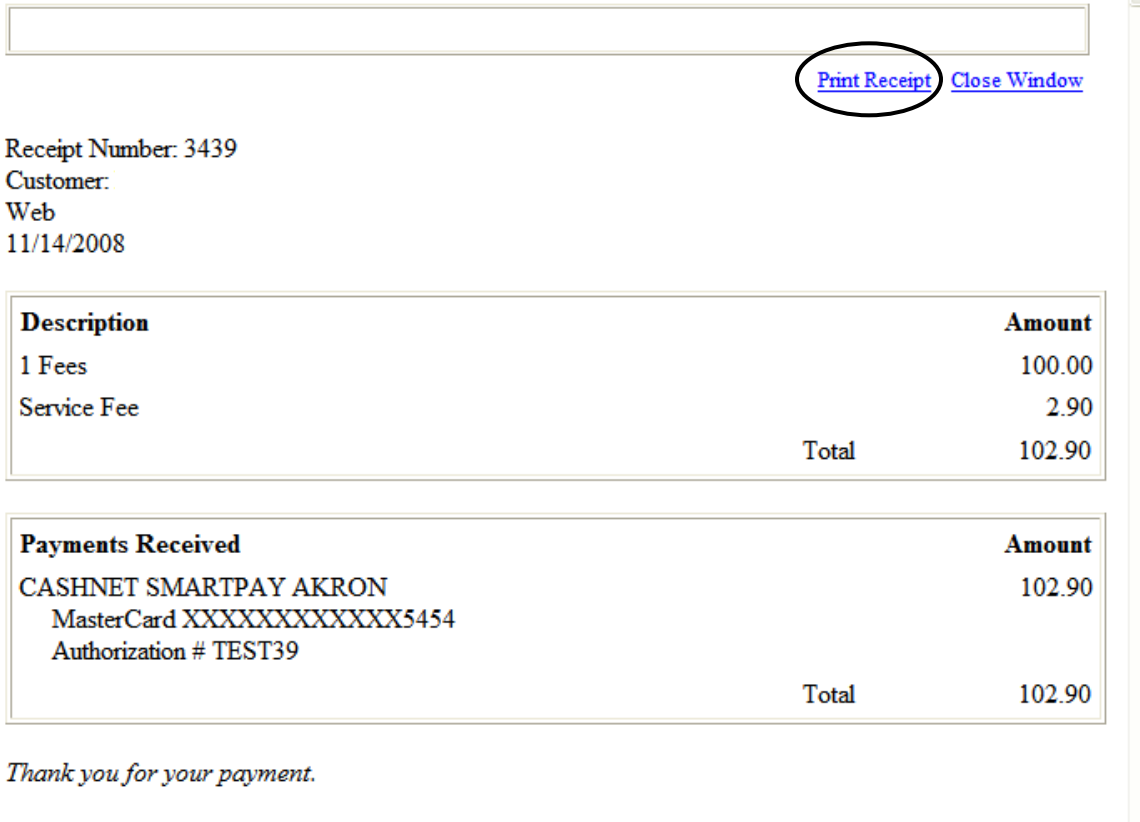
Thank you for your payment.

> **Email Another Receipt**

> **View Printable Receipt**

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Instructions:

7. To print a copy of the receipt click the View Printable Receipt , button. The receipt will appear in a new window.
8. Click the **Print Receipt** link to print the receipt.

Print Receipt   Close Window

Receipt Number: 3439
Customer:
Web
11/14/2008

Description	Amount
1 Fees	100.00
Service Fee	2.90
Total	102.90

Payments Received	Amount
CASHNET SMARTPAY AKRON	102.90
MasterCard XXXXXXXXXXXX5454	
Authorization # TEST39	
Total	102.90

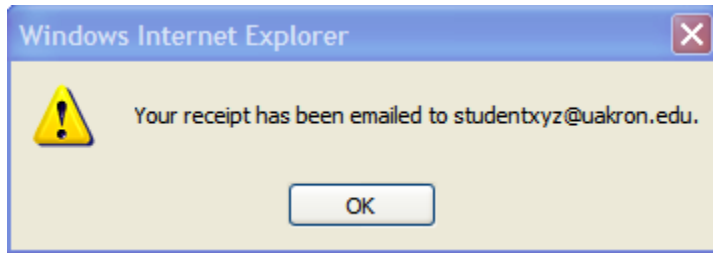*Thank you for your payment.*

9. When you are finished, click the **Close Window** link.

10. If you wish to email an electronic copy of the receipt, click the Email Another Receipt button.
11. You will be prompted to enter the email address to send the receipt to. Enter the address and then click the **OK** button.

Explorer User Prompt

Script Prompt:

Please enter an e-mail address to send this receipt to

OK

Cancel

studentxyz@uakron.edu
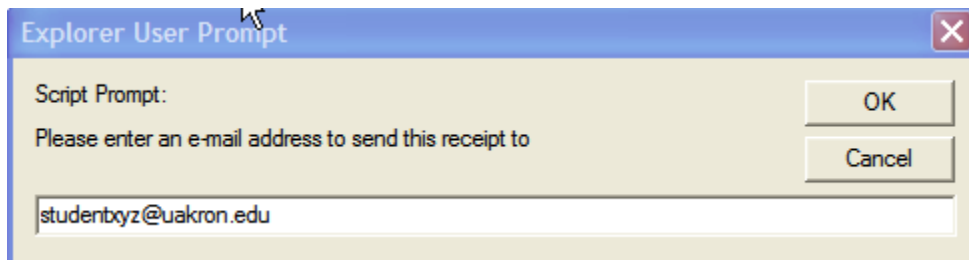
Instructions:

12. You will receive a confirmation. Click **OK**.

13. To return to the main account page click the **Your Account** link.
14. To make a payment click the **Make Payment** link.
15. Make sure to log out of the system by clicking the **Sign Out** link when finished.

For questions regarding this process contact Student Accounts at:
cashier@uakron.edu

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